

1. Basic Details

Project Title: Good in and out – taking deliveries and staff collection / issue of materials and equipment form stores/ depots and offices during COVID 19 outbreak	Project Number: N/A
Site Location: Various	Task/Activity:
Start Date:	Finish Date:
Compiled by: Chris Salmon	Issue Date: When required
Issued to: Purchasing team	Company: McIntyre Electrical Ltd

2. Description of Works

The works comprise the following:

This is an additional method statement that describes how deliveries and collection of goods, materials and equipment are to be approached during the COVID 19 outbreak including:

Sequence and method of works

Never come to work if you have symptoms, if you are taken ill, report to you manager so they can arrange cleaning and go home. Always follow the public health rules including keeping 2 m apart, cover your mouth if coughing or sneezing, do not touch your face wash your hands thoroughly and regularly - SEE risk assessment

Taking Deliveries

Have engineers & deliveries call ahead before attending the stores / purchasing office.

- Ensure suppliers are briefed on general UK GOV COVID 19 precautions (social distancing, hand face hygiene, hand washing and the need to self-isolate if showing symptoms – ideally this would be a condition / part of purchase order requirements)
- Maintain signage on the stores & purchasing door stating the following “Please do not enter, please knock and step back two metres”
- Mark floor with sign on where to stand to keep the 2m
- Have marked out drop area for goods in and separate marked out area for goods out
- Before opening the door make sure the visitor has stepped back the required two meters.
- If the employee wants to wear PPE, they must be trained in donning + doffing (PPE used & donning and doffing is listed below)
- Ask the person making the deliver to leave items 2 metres away and to step back a further 2 meters.
- Inspect delivery once the person has stepped back 2 metres.
- If a signature is required request that photo evidence is taken instead.
- Wait for the delivery person / engineer to leave.
- Clean all surfaces touched- e.g. door handles with wipes Specify types. Do not touch face, Wash hands
- Proceed with stock intake
- Unshipping / unboxing; bin packaging, do not touch face and wash hands
- All waste PPE is considered contaminated
- Employees have washing and drying facilities on site.
- At end of shift coveralls should be bagged and then laundered separately to other clothes. Avoid shaking out.

AT risk staff or those with at risk families should not be doing works.

Issue / collection of PPE / Materials / Equipment

Have engineers call ahead before attending the stores / purchasing office.

Preparing PPE Packs.

- Wash hands before preparing packs

- If the employee wants to wear PPE, they must be trained in donning + doffing (PPE used & donning and doffing is listed below)
- A recommended General PPE pack for an engineer for 30 days should contain the following:
 - Disposable gloves 150 pairs
 - Disposable masks 150
 - Hand sanitizer 30ml bottles 10
 - Surface wipes 4 packs
 - Rubbish bags 300
 - Ties for bags 150
- Packs should be labelled with the contents
- All waste PPE is considered contaminated

Issuing PPE / Materials to engineers:

- Maintain signage on the stores & purchasing door stating the following "Please do not enter, please knock and step back two metres"
- Mark floor with sign on where to stand to keep the 2m
- Have marked out drop area for goods in and separate marked out area for goods out
- Before opening the door make sure the engineer has stepped back the required two metres
- If the employee wants to wear PPE, they must be trained in donning + doffing (PPE used & donning and doffing is listed below)
- Ask the engineer collecting PPE / Materials to step back a further 2 metres.
- Keeping 2-metre distance place PPE / materials on the ground outside and step back 2 metres.
- Allow the engineer to collect / inspect PPE & Materials maintaining the two-metre distance.
- If a signature is required use photo evidence instead.
- Wait for the engineer to leave.
- Clean all surfaces touched- e.g. door handles with wipes Specify types. Do not touch face, Wash hands
- All waste PPE is considered contaminated
- Employees have washing and drying facilities on site.
- At end of shift coveralls should be bagged and then laundered separately to other clothes. Avoid shaking out.
- AT risk staff or those with at risk families should not be doing works.

PPE:

1. Medical Grade 2/3 Ply Disposable face mask.
2. HOR1017 - Hard Surface Wipes
(Tested to kill Norovirus, MRSA, C Diff, E Coli, Salmonella and a wide range of other bacteria, these easy to use wipes also provide a residual effect on hard surfaces which lasts for up to 30 days.)
3. Pure life 80% Alcohol antibacterial antiviral Hand Sanitiser
4. DELTA PLUS MURIA 1 CLEAR SAFETY GOGGLES
5. LATEX EXAMINATION GLOVE (Top Glove, Natural High-Grade Rubber Latex, Powdered & Powder-Free, Non-sterile) nitrile, neoprene or vinyl gloves are provided for those with latex allergies.
6. Soap & Water (Provided by engineer)

Donning and Doffing:

1. **Wash hands with soap and water**
2. **Donning Face Mask**
Place over nose and mouth, secure straps around the head and perform a fit check.
3. **Donning Eye Protection**
Place goggles over eyes and strap around the head and perform a fit check.
4. **Donning Gloves**
Place hands into gloves and pull up over the wrists, check for any damage.
5. **Doffing Glove**
Firstly: grasp the outside of the glove with the opposite gloved hand; peel off, hold the removed glove in gloved hand.
Then: slide the fingers of the un-gloved hand under the remaining glove at the wrist, peel the

- remaining glove off over the first glove and discard in rubbish sack. Clean hands with alcohol gel.
- 6. Doffing Goggles**
To remove, use both hands to handle the retraining straps by pulling away from behind. Clean goggles with cleaning wipes.
 - 7. Doffing Face Mask**
Lean forward slightly, reach to the back of the head with both hands to find the bottom retaining strap and bring it up to the top strap. Lift straps over the top of the head, let the face mask fall away from your face and place in rubbish sack.
 - 8. Wash hands with soap and water**

3. Resources Required

Supervision:

Name: _____ Contact Number: _____

Materials:

- PPE –and Welfare -see list above
- Mobile phone with signal
- Resident briefing cards

4. Assessment of Significant Risks for all tasks

The following risks assessments relate to the hazards identified from the methodology listed above and are designed to minimise risk to the lowest level reasonably practicable.

The following RA apply: SFR648 RA19 COVID 19 – Purchasing Goods in and out

Job Specific Assessment – please list below any additional hazards not covered by the above assessments and list the corresponding control measures required / implemented. NOTE: To be completed on a project-for-project basis:

<i>Hazards</i>	<i>Control Measures</i>

5. Additional control measures to be used:

Permits to work: None at this moment

Security arrangements: To be provided by the Principal Contractor

Special training requirements (e.g. PASMA, IPAF): Face fit, how to don and doff PPE, COVID Awareness update

Pollution / Environmental / Waste Control Procedures: All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should then be disposed of in accordance with branch instructions.

6. Personal Protective Equipment

At all times McIntyre Electrical personnel and sub-contractors will wear PPE Gloves and mask as Listed above

Specific PPE requirement are listed in risk assessments noted in section 4.

7. Emergency Arrangements and Incident Response

If anyone starts feeling unwell with COVID 19 symptoms they should make the site safe, exit property, contact office and self-isolate / follow NHS guidance – see RA19 General for more information on symptoms and actions

Nearest Hospital & Tel No:

Name of Appointed Person/First Aider: TBC before site commencement

Location:

tbc

Fire Evacuation Procedures:

tbc

Welfare

Use local public amenities- locations can be provided by our office

8. Temporary and Amended Systems

Demarcation arrangements

Area of works:

XXXX

Barrier/Warning Notices:

XXXX

Traffic routes:

XXXX

Temporary Services:

XXXX

Fire Arrangements:

XXXX

Attached Sketches:

XXXX

9. Who the information has / will be submitted to:

This document will be reviewed and updated as necessary in accordance with site requirements by the Project Manager or Site Supervisor.

Significant changes that may necessitate a change to this document include additional tasks being undertaken, changes of work area, tool, materials, change to personnel near work area etc. Although this list is not exhaustive.

Site operatives will be briefed on this document and will sign below to confirm understanding:

Induction Register

Date	Name	Signature	Employer	Inducted by	CSCS or Equivalent Registration No.

10. Monitoring and Compliance

The Site Supervisor and Project Manager will be responsible for enforcement of this method statement. The Health & Safety Advisor will visit the site on notification of works by the Project Manager, or by unplanned inspection visit.

Contacts:

Operations Manager Name & Tel: *Rob Avery 07464548855*